Supplements TEES Rule 29.01.99.E1

Standard Administrative Procedure Statement
Under the provisions of the Information Resources Management Act, information resources are strategic assets of the State of Texas that must be managed as valuable state resources.

Reason for Standard Administrative Procedure
This internet/intranet procedure is established to achieve compliance and acceptable practices regarding the use of information resources.

Procedures and Responsibilities

1. CONTROLS AND RESPONSIBILITIES

1.1 Software for browsing the internet/intranet is provided to authorized users for business and research use only.

1.2 For each computer connected to the TEES network, security updates from the manufacturer of the appropriate operating system, and/or application software, must be kept current (e.g., patched and updated).

1.3 Email attachments and shared files of unknown integrity shall be scanned for malicious code before they are opened or accessed.

1.4 No offensive or harassing material shall be made available via TEES Web sites.

1.5 TEES Web sites may not be used for personal commercial or illegal activities.

1.6 No TEES data shall be made available via TEES Web sites without ensuring that the material is available to only authorized individuals or groups.
1.6.1 All confidential information transmitted over external networks must be encrypted. See Encryption Web page for additional information.

1.6.2 Electronic files are subject to the same records retention rules that apply to other documents and must be retained in accordance with the System Records Retention Schedule.

http://www.tamus.edu/offices/records/

Related Statutes, Policies, or Requirements
Encryption Web Page

Information Resources Management Act

TAMU SAP 29.01.99.M1.10, Information Resources – Internet / Intranet Use

TEES Rule 29.01.99.E1, Security of Electronic Information Resources

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